



PROCESS FLOWCHART

For the 2013-14 reporting year

Generate or look up SEID numbers for all district employees.

Is this report for a public school district or special education cooperative?

NO

YES

Enter TOE information
for SY 2012-13.

Email the OPI at
OPITEAMS@mt.gov to
activate the SY 2013-14
TOE.

Enter TOE information for SY 2013-14.

Map local district's course codes to the
MT K-12 Course Codes.

Enter the Teacher-Class information at the school level
(for each school).

Complete *district* and *school* level accreditation data
screens.

SUBMIT THE REPORT

